

Dear parents/guardians,

Report cards will be distributed on Thursday June 28, 2018 from 12:00pm to 3:00pm.

**Alternate report card pick up:**

Report cards will be available for pick up in the main office between 8:30am and 3:30pm from June 29<sup>th</sup> to July 6<sup>th</sup> and again beginning Monday, August 27<sup>th</sup> when the school re-opens following summer break.

*Please note: report cards that are not picked up will not be mailed home.*

Before a report card is picked up, we expect that all school and library fees be paid.

If all school and library fees have been paid, report cards can be picked up in the gym.

If you still have outstanding fees to be paid or overdue books to return, you will go to the Peer Tutoring room next to the library where we will be setup to collect any outstanding fees or books. Should you wish to pay your fees prior to June 28<sup>th</sup>, you can send your student with payment to the office.

Information about your student's fee is available on the MyEducationBC site.

<https://www.myeducation.gov.bc.ca/aspen/logon.do>

Please see attached page for details of how to find this information from your parent portal.

Unfortunately, overdue book information is not available online. Please have your student check with the library prior to June 28th.

Thank you,

Enjoy your summer!

## Parent Portal – how to view student fee account information

- Log on to Parent portal <https://www.myeducation.gov.bc.ca/aspen/logon.do>
- go to 'Family' *top tab* and select a student if you have more than one student in school
- Click on 'Transactions' *side tab* which will default to the Fees detail screen.
- The Fees detail screen will default to show you outstanding fees. Near the top of the screen you will see the balance of outstanding fees. If all fees have been paid the screen should show 'No matching records' in the detail section and '0.00' next to balance.
- To view all fees click on the filter menu near top (looks like a funnel) and select 'All records'. This shows all paid and unpaid fees.

Date	Ref #	Fee type	Description	Name	Comment	Amount	Amount due
01/02/2018	0000378558	Human Performance 12	Human Performance 12	South Kamloops Secondary		\$45.00	\$0.00
01/02/2018	0000378732	Carpentry & Joinery 12 (Scallon)	Carpentry & Joinery 12 (Scallon)	South Kamloops Secondary		\$35.00	\$0.00
16/10/2017	0000356745	Yearbook Optional Early Bird	Yearbook Optional Early Bird	South Kamloops Secondary		\$40.00	\$0.00
06/02/2017	0000265805	Draw & Paint 11 (Yamaoka)	Draw & Paint 11 (Yamaoka)	South Kamloops Secondary		\$20.00	\$0.00
27/09/2016	0000217287	Student Activity Fee	Student Activity Fee	South Kamloops Secondary		\$10.00	\$0.00
27/09/2016	0000218515	Yearbook Optional Early Bird	Yearbook Optional Early Bird	South Kamloops Secondary		\$40.00	\$0.00
26/09/2016	0000212454	Human Perf 11	Human Perf 11	South Kamloops Secondary		\$45.00	\$0.00
09/02/2016	0000132584	Foods 10	Foods 10 (Babin)	South Kamloops Secondary		\$40.00	\$0.00
12/09/2015	0000056065	Yearbook Optional Early Bird	Yearbook Optional Early Bird	South Kamloops Secondary	Discount ends: Nov 27	\$40.00	\$0.00
10/09/2015	0000050691	Student Activity Fee	Student Activity Fee	South Kamloops Secondary		\$10.00	\$0.00
07/07/2015	0000019578	Art 11-12	Art 11-12	South Kamloops Secondary		\$0.00	\$0.00
17/02/2015	0000009417	Woodwork 9 (2014-2015)	Woodwork 9 (2014-2015)	South Kamloops Secondary		\$23.00	\$0.00

- To view a payment history click on the 'Payments' side tab.

Date	Ref #	Method	Description	Amount	Applied	Credit	Refunded?
20/04/2018	0000388007	Debit Card		\$80.00	\$80.00	\$0.00	N
16/10/2017	0000356746	Cash		\$40.00	\$40.00	\$0.00	N
08/02/2017	0000267219	Debit Card		\$20.00	\$20.00	\$0.00	N
07/10/2016	0000230143	Debit Card		\$95.00	\$95.00	\$0.00	N
15/02/2016	0000135245	Debit Card		\$40.00	\$40.00	\$0.00	N
16/10/2015	0000098047	Debit Card		\$50.00	\$50.00	\$0.00	N
07/07/2015	0000019579	Cash		\$15.00	\$15.00	\$0.00	N
07/07/2015	0000019580	Cheque		-\$30.00	-\$15.00	\$0.00	Y
05/03/2015	0000013568	Debit Card		\$23.00	\$23.00	\$0.00	N